

SES-000-87

MEMORANDUM FOR: Al Coffin

FROM: Scott

SUBJECT: DR Forms and procedures for Bureaus and Headquarters.

1. Two recent decisions have created an additional burden for the CM staff. These extra tasks were expected and will not be any problem. However, I do not feel that our staff or the customer are properly prepared to manage the documents.

2. A couple of days ago, [ ] came to Bill Stanbridge to generate a form for a generic ERB RFC. Bill did so by altering the FBIS RFC form on the Lisa. This was an expeditious method for getting the form to [ ] for review and approval. Bill and I then showed Bill what has been done for the Bureaus in the way of automating and tracking the DRs and FBIS RFCs. Bill's decision was to stick with the Lisa form. He is currently prevented from wide spread distribution of the form due to the Xerox problems.

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3. Today, several people have approached Laird and Jim Racz about some headquarters DR forms since SPRs will no longer be accepted. After twenty minutes of searching through the CM Lisa diskettes, they found the form that Bill has created. They proceeded to spend the next 45 minutes printing out the forms, one at a time, so that there would be a sufficient supply to get started.

4. In both cases, the new DRs and RFCs currently are to be tracked on paper, in notebooks, as is much of the CM for this program. This smacks a little odd in the face of the purpose of the whole program.

5. There are two successful programs that have been automated within our group, the FBIS Action Items and the FBA Discrepancy Reports from the field bureaus. Both efforts are maintained through Alpha 3 and allow various members of the team to view, update, and produce reports from their workstations. The network software automatically prevents simultaneous updates of the databases by locking the files in use. The reports that are generated are uniform and smart. The databases are extremely flexible, allowing various changes as necessary within minutes. Both database structures were set up in less than a day. This system allows the work to continue, without undue rifling through numerous notebooks and diskettes.

Another plus to this system is if an Input form is needed, they can be printed out via the laser printer at 10 copies per minute.

6. However, there is still a problem with the database systems. The material has to be rekeyed into the DBs (at least the DR DB). At HQ we can solve that problem by giving out an ASCII file that contains the desired form. A good portion of the personnel in ESG, OPs, PROD, and LEC have access to PCs or terminals that they could load the form into and then give an ASCII file back with the proper information. This could then be loaded into the DBs without rekeying.